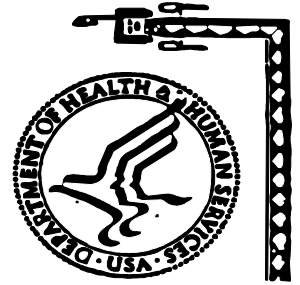


DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT

CH-06-110

OPENING DATE

SEPTEMBER 15, 2006

CLOSING DATE

OCTOBER 5, 2006

POSITION

ADMINISTRATIVE OFFICER

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, ADMINISTRATIVE SVS, CHINLE, AZ

DUTY STATION: PINON HEALTH CENTER, PINON, AZ

GRADE/SALARY

GS-0341-11, \$51,972 - \$67,567 PER ANNUM

GS-0341-12, \$62,291 - \$80,975 PER ANNUM

NUMBER OF VACANCIES

ONE VACANCY (080104)

APPOINTMENT

- PERMANENT
- TEMPORARY
- NTE: _____

WORK SCHEDULE

- FULL-TIME
- PART TIME
- INTERMITTENT

AREA OF CONSIDERATION

- COMMUTING AREA
- NAVAJO AREA WIDE
- IHS WIDE
- DHHS WIDE

SUPERVISORY/MANAGERIAL

- YES, MAY REQUIRE ONE YEAR PROBATION
- NO

PROMOTIONAL POTENTIAL

- YES, TO GRADE GS-12
- NO KNOWN POTENTIAL

HOUSING

- YES, GOVERNMENT HOUSING AVAILABLE
- PRIVATE HOUSING ONLY

TRAVEL/MOVING

- MAYBE PAID FOR ELIGIBLE EMPLOYEES
- NO EXPENSES PAID

DUTIES: This position is located with the Administrative Department of the PHS Indian Health Center, Pinon, Arizona. Incumbent is responsible for providing administrative support for the indirect patient care services needed to administer quality patient care services in an ambulatory care setting. Incumbent assists in policy setting, planning, organization and administration of a comprehensive health services program to include, but not limited to a full program and has supervisory responsibility for Contracting, Health Information Management Services, Business Office, Housekeeping, Property and Supply Services, Facility Support, Finance, IRM, and Contract Health service programs and technical oversight of Personnel Management. The incumbent will administer this program and services in accordance with Federal Laws, regulations, policies, procedures and guidelines and has delegated authority that allows independence in decision-making concerning allocations and use of resources. Assists the Health Center Director to establish internal policies, and controls all programs and activities in a matter, which will best benefit the surrounding districts. Assists and review the budget submission with the Service Unit Budget Analyst. Monitors and assists the health center director in budget administration. Assists with establishing priorities and ensures that supplies, equipment, and other key items needed for administering quality patient care is available. Maintains close liaison with the servicing Human Resource Staff to ensure that all actions are processed expeditiously and/or to provide additional information and/or documentation to effect actions. Reviews requests for HR actions to assure that all actions are properly supported and consistent with sound management principles and practices. Assists the Health Care Director in meeting standards and reporting requirements imposed by accrediting agencies and regulatory groups as well as higher echelons within the Indian Health Service. Develops and coordinates the internal review of the health center to assure that both clinical and administrative activities are in compliance with requirements of accreditors. Recommends corrective action where deficiencies are found, or where appropriate, initiates such actions. In consultation and coordination with the Health Center Director, recommends and initiates program improvements and modifications to meet the changing needs of the beneficiary population and achieve the IHS goals and objectives. Performs other duties as assigned.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT



QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIRED: NO

LICENSURE REQUIRED: NO

BASIC QUALIFICATIONS: Candidates must have had 52 weeks of specialized experience equivalent to at least the GS-10 grade level to qualify for the GS-11 grade level and 52 weeks of specialized experience equivalent to the GS-11 grade level to qualify for the GS-12 grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of the type of experience that will be credited are work experience in developing, planning, integrating and administering the clinical and administrative functions in an ambulatory health center setting.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: For GS-11, Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related. GS-12, Not applicable.

SELECTIVE PLACEMENT FACTOR: None

TIME-IN-GRADE REQUIREMENTS: Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-10 level to qualify for the GS-10 grade level and 52 weeks of service at the GS-11 level to qualify for the GS-12 grade level.

SUPERVISORY AND MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess, or have the potential to develop, the qualities of successful supervision, as listed under the appropriate category below:

- a. Ability to motivate, train and work effectively with subordinates who have a variety of background and training.
- b. Ability to accomplish the quality and quantity of work expected with set limits of cost and time.
- c. Ability to plan own work and carry out assignments effectively.
- d. Ability to communicate with others effectively, both orally and in writing, in working out solutions to problems or questions related to work.
- e. Ability to understand and further manage goals as these affect day-to-day work operations.
- f. Ability to develop improvements in or design new work methods and procedures.

CONDITIONS OF EMPLOYMENT: Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Handbook Qualification Standards, Series GS-0341 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service

Examining Plan. These candidates MUST indicate on their resumes or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

VETERANS: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN RESOURCES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Transition Assistance Program (CTAP). To receive this priority you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF's separation notice or a Certificate of Excepted Separation (CES) and the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position potential than the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and met all the application criteria (e.g., submit all required documentation, etc.)
6. Meets the basic qualification for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactory perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.
 - A. Current or former career or career-conditional (tenure groups I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another community area.
 - B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).

6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **KNOWLEDGE OF ADMINISTRATIVE MANAGEMENT POLICIES AND PROCEDURES.**
2. **ABILITY TO ANALYZE, EVALUATE AND MAKE DECISIONS.**
3. **KNOWLEDGE AND SKILL IN APPLYING PRINCIPLES AND PRACTICES OF BUDGET AND ACCOUNTING.**
4. **ABILITY TO WORK IN COLLABORATION WITH OTHERS.**
5. **ABILITY TO WORK INDEPENDENTLY, SET PRIORITIES, PLAN, ORGANIZE, AND IMPLEMENT ACTIVITIES.**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

NOTE: "Declaration for Federal Employment" (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. ***If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.***

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Box PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. **Resume; or OR
3. **Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 5-4432, (or equivalent form issued by a Tribe authorized by P.L. 930638 contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference OR appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 5-4432, but state that such documentation is contained in their Official Personnel Folder.

****INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;

9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

NOTE: Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION CONTACT: Lori Smith, Human Resource Specialist, (928) 674-7033 OR email at lorraine.smith@ihs.gov.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

COMMISSIONED OFFICER: Commissioned Officers applicants claiming Indian Preference will be evaluated by the Area Personnel Office against the applicable Preston standard; or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicant must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these knowledge, skills and abilities that are being using as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCE CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-06-110. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCE OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
ADMINISTRATIVE OFFICER, GS-341-11/12 – Pinon Health Center

1. **KNOWLEDGE OF ADMINISTRATIVE MANAGEMENT POLICIES AND PROCEDURES.** The person in this position must have the knowledge of and ability to apply management and organizational principles, theories, techniques, and methodology to conduct manpower studies and provide advice and guidance on organizational structures, and to identify and propose solutions to management in improving organizational effectiveness in order to provide a variety of services. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **ABILITY TO ANALYZE, EVALUATE AND MAKE DECISION.** This includes the ability to comprehend, interpret and evaluate facts and problems in a logical manner to arrive at sound conclusions and recommendations. This will require making controversial and sensitive decisions regarding patient care, services, programs, staff, etc., as a regular part of the job. This also includes the ability to make decision under pressure. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **KNOWLEDGE AND SKILL IN APPLYING PRINCIPLES AND PRACTICES OF BUDGET AND ACCOUNTING.** This person must have demonstrated knowledge and skill in applying principles and practices of budget and accounting in accordance with appropriate policies, regulations, and statutes prescribed with the financial management systems for accounting, projecting expenses, auditing, budgeting and cost controls to assure efficient financial operations of internal programs and operations relating to health care services. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **ABILITY TO WORK IN COLLABORATION WITH OTHERS.** The person in this position have the ability to establish positive interpersonal relations by exercising tact, diplomacy, patience and mature judgment with a variety of individuals. This includes working with peers, superiors, subordinates, community members and groups, staff from other agencies. This includes the ability to contractively implement feedback from superiors, peers, subordinates and consumers. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

5. **ABILITY TO WORK INDEPENDENTLY, SET PRIORITIES, PLAN, ORGANIZE, AND IMPLEMENT ACTIVITIES.** This person must have the ability to set priorities, plan, organize and implement activities to meet the organizational vision. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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CERTIFICATION

I, CERTIFY, THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

SIGNATURE OF APPLICANT

DATE